

8TH DISTRICT COURT JOB POSTING

KALAMAZOO COUNTY

COURT SERVICES SPECIALIST II

K05 / Position #10907

\$34,590.40 /\$16.63

REPORTS TO: Deputy Court Manager

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Review, analyze and assess for proper filing all legal pleadings that will serve as the court record; update the court record regarding the judicial action of all court events in criminal, civil, traffic and appealed cases. Research, analyze and respond to all inquiries made by anyone in person, by telephone, email or in writing regarding the court's records and procedures. Review, analyze and certify court documents as to their accuracy and then release the certified documents to appropriate parties and agencies. Receive process, document and accept all filing fees, court ordered payments, restitution and bonds in accordance with applicable laws and auditing requirements. Review, analyze and document all witnesses subpoenaed to the court for the 8th District Court. Make arrangements for interpreters, special accommodations and any other due process requirements. Coordinate, analyze, monitor and produce the court schedule for all criminal, civil, and traffic cases. Compile, analyze, monitor and submit reports to agencies and the Supreme Court for disposition, criminal history and compliance with case management standards. Monitor the processing of criminal and civil appeals to the Circuit Court.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

Bachelor's Degree in criminal justice or related field; two years court or related field experience; or comparable combination of education and experience. Basic knowledge of Microsoft package; propensity to learn new computer applications. Must possess ability to handle multiple priorities and continuous interruptions; work independently and as team member; produce high volume capacity; maintain composure in confrontational situations; excellent organizational/prioritization skills; excellent communication skills with judges, attorneys, public; maintain confidentiality; maintain eligibility for LEIN certification and become LEIN certified within 6 months of employment.

Interested candidates should submit a letter of interest and resume by 5:00 p.m. on February 10, 2018 on our website <http://www.kalcounty.com/hrd/openings.php>

THIS POSTING SHOULD NOT BE CONSIDERED A JOB DESCRIPTION OR AN ALL INCLUSIVE LISTING OF DUTIES TO BE PERFORMED.

The 8th District Court is an equal opportunity employer. The court does not discriminate based upon race, color, sex, age, religion, national origin, marital status, height, weight, disability or sexual orientation.